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Click the **Adversary** hyperlink on the CM/EC Main Menu bar.

Click **Miscellaneous** hyperlink.

Enter **Case Number**, click **Next**.

Select **Amended Answer to Complaint**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**.

**Note:** If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Associate the pdf file of the **Amended Answer to Complaint**.

Click **Next**.

**Select** the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

**Review final docket text.**

Click **Next**.

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